

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 11, 2024– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER – Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of November 13, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 12/2024 in the amount of \$289,111.90**
 - 1. Checks – \$254,847.57**
 - 2. Payroll and Pension Transfers – \$33,685.42**
 - 3. Checks Paid Prior to Meeting – \$551.91**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Eighty-Two (82) Shut Off and Past Due letters sent in the month of November totaling \$19,725.47. The total amount collected was \$18,545.33. Seventy-Two (72) customers paid in full, Eight (8) customers made a partial payment and agreed to a payment plan and Two (2) customers did not pay.**
 - 2. 2025 Meeting Dates for Publication**
 - 3. 2025 Draft Budget**
 - 4. Customer Correspondence**
 - B. WATER DEPARTMENT**
 - 1. Water production – November**
 - a. 273,082**
 - b. 185,098 Wells**
 - c. 100,765 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. October – Daily Average Flow 0.0796**
 - b. October - Total Monthly Flow 2.4662**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – November**
 - 1. Emptied trash at trailhead and pavilion**

2. Pave and patched 4th St & Woodland Ave
3. Inspected culverts 2 Centennial & 2nd also Centennial & Forest

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. Lower Frederick Township BOS re: THP Capacity Request
2. Lower Frederick Township Engineer request re: Meng Road Sanitary Sewer Act 537 Plan
3. CAP/CMP Update
4. WWTP Mechanical Upgrade – Review of Scope
5. Baghurst Alley– Easements, follow up with Property owners

X. SOLICITOR’S REPORT:

A. Authority

1. Baghurst –
2. Melbourne Hill –
3. Centennial Apartments-
4. Artisan Land Co Landis Tract-
5. Verizon Lease

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
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ROLL CALL:

The Regular meeting of the Schwenksville Borough Authority was called to order at Schwenksville Borough Hall, 300 Main St, Schwenksville at 7:00 PM by Vice-Chairman Tom Slater.

ROLL CALL:

In addition to Vice-Chairman Slater, other members present were Treasurer Brian Pippert, Secretary Brian Corbin. Chairman John Markley attended the meeting via phone. Secretary Treasurer Darren Rash was excused from attendance.

Also, attending at the invitation of the Board were Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Colby Grim, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Vice-Chairman Slater then presented the minutes of November 13, 2024 and asked for approval when, Mr. Pippert moved and Mr. Corbin seconded, accepting the Board of Director's meeting minutes of November 13, 2024 by a 4-0 vote.

VISITORS :

Jacqueline Erixxon (Landis Tract) – Mr. Ebert provided an update to Ms. Erixxon on the Landis Tract.

FINANCIAL REPORT:

The Board then reviewed Bill List 12/2024 in the amount of \$289,111.90. The Board reviewed checks to be signed in the amount of \$254,874.57. In addition, payroll, and pension transfers in the amount of \$33,685.42. Checks Signed prior to the meeting in the amount of \$551.91. Total Financial transaction of \$289,111.90 which summary is as follows:

Checks at Meeting	\$ 254,874.57
Payroll, Pension & Other Transfers	\$ 33,685.42
Checks Signed before Meeting	<u>\$ 551.91</u>
Total Transfers and Checks	\$ 289,111.90

Accordingly, Mr. Corbin made a motion to approve Bill List 12/2024 in the amount of \$289,111.90, seconded by Mr. Markley and approved by the Board 4-0.

The Board generally reviewed the financial reports as well as the income statement and summary.

MANAGEMENT REPORT:

Administration:

1. **Report of Delinquent Accounts** - There were Eighty-Two (82) Past Due letters sent in the month of November totaling \$19,725.47. The total amount collected was \$18,545.33. Seventy-Two (72) customers paid in full, eight (8) customers made partial payments and agreed to a payment plan and Two (2) customers did not pay.

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2. **2025 Meeting Dates for Publication** - Mr. Corbin made a motion to approve the 2025 Authority Board meeting dates, seconded by Mr. Pippert and approved by the Board 4-0.
3. **2025 Draft Budget**- Mr. Scully reviewed the 2025 Draft Budget with the Board. Accordingly, Mr. Markley made a motion to approve the 2025 Operating Budget as presented noting a 5% increase in water and sewer rates effective January 1, 2025, seconded by Mr. Pippert and approved by the Board 4-0. A copy of the approved budget will be sent to the Borough. The Board gave direction to the Executive Director to obtain a proposal to perform a rate study for both Water and Sewer.
4. **Customer Correspondence- Leak, excessive usage September 2024**, Jonathan Bausch, 238 Michael Lane, requested a credit on his bill due to a large leak. Mr. Scully presented to the Board the account history. Mr. Pippert made a motion to make a one-time credit of 20% off the September 2024 bill as well as offering a payment plan not to exceed three months, seconded by Mr. Markley and approved by the Board 4-0.
5. **Water Department:**
 - A. Management reported 273,082 gallons per day water usage for the month of November 2024. Authority wells produced 185,098 gallons per day and 100,765 gallons per day were taken from the interconnections.
 - B. Mr. Scully provided an update to the Board.
6. **Sewer Department:**
 - A. Management reported on October 2024 flows of a daily average flow of 0.0796 MGD and a total flow of 2.4662 million gallons for the month.
 - B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – November
 1. Empty trash in Pavilion and at Trailhead.
 2. Paved and patched 4th St & Woodland Ave
 3. Inspected culverts at Centennial & 2nd also Centennial & Forest

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Authority
 1. Lower Frederick Township BOS re: THP Capacity Request – Mr. Ebert provided an update to the Board. Lower Frederick submitted a sewer capacity request for the THP property. The Board gave direction for Ebert Engineering to reach out to Lower Frederick Township to start the process for the capacity request.
 2. Lower Frederick Township Engineer request re: Meng Road Sanitary Sewer Act 537 Plan- Lower Frederick Township requested a sewer capacity analysis for Meng Road for the Lower Frederick Township Act 537 Plan. The Board directed Ebert Engineering to proceed with the sewer capacity analysis for the Meng Road sewer.
 3. Corrective Action Plan- Mr. Ebert provided an update to the Board.
 4. WWTP Mechanical Upgrade –Mr. Ebert provided an update to the Board.
 5. Baghurst Alley – Easements, follow up with Property owners-Mr. Ebert provided an update to the Board.

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SOLICITOR'S REPORT:

Mr. Grim referred to the Solicitor's Report.

- A. Baghurst- Mr. Grim provided an update to the Board.
- B. Melbourne Hill Agreement- Mr. Grim provided an update to the Board.
- C. Centennial Apartments - Easement- Mr. Grim provided an update to the Board.
- D. Artisan Land Co Landis Tract- Mr. Grim provided an update to the Board

CHAIRMAN'S MINUTE:

Announcements

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Markley and approved by the Board, 4-0, adjourned at 8:10 pm.

Respectfully submitted:

Board Member